

***LUNENBURG ROD AND GUN CLUB***

**INCORPORATED PURSUANT**

**TO CHAPTER 101 OF THE**

**STATUTES OF NOVA SCOTIA**

**(1960)**

**THE BY-LAWS OF**

**THE**

**LUNENBURG ROD AND GUN CLUB**

(Amended on December 16, 2008)

1. **DEFINITIONS**

- a) In the By-Laws of the Lunenburg Rod and Gun Club, "Act" means Chapter 101 of the Statutes of Nova Scotia (1961) entitled "An Act to Incorporate the Lunenburg Rod and Gun Club."
- b) In the By-Laws of the Lunenburg Rod and Gun Club, "By-Laws" mean the By-Laws of the Lunenburg Rod and Gun Club.
- c) In the By-Laws of the Lunenburg Rod and Gun Club, "Club" means the Lunenburg Rod and Gun Club.
- d) In the By-Laws of the Lunenburg Rod and Gun Club, "Constitution" means the Constitution of the Lunenburg Rod and Gun Club.
- e) In the By-Laws of the Lunenburg Rod and Gun Club, "General Meeting" means a meeting of the Members of the Lunenburg Rod and Gun Club.
- f) In the By-Laws of the Lunenburg Rod and Gun Club, "Special Resolution" means a resolution approved by at least three-quarters (3/4) of the members of the Lunenburg Rod and Gun Club then present and voting with respect to such resolution.

2. a) **ADMISSION OF MEMBERS**

Upon payment of membership dues in the amount determined from time to time by a Special Resolution of the members at an Annual General Meeting, and/or upon approval by the Executive Committee, any person may be admitted as a member of this Club under any of the membership categories of Junior, Senior, Life, Family or Corporate/Associate.

b) **RIGHTS OF MEMBERS**

Members in good standing have the privilege of shooting at the Club grounds under the Club's By-Laws and Operating Policies, as laid down by the Executive Committee.

c) **OBLIGATIONS OF MEMBERS**

New Members are required to participate in the New Members Orientation Program and familiarize themselves with The Emergency Procedures Policy. All Members are required to conduct themselves in a respectable manner at all times, and to abide by the Club's By-Laws and Operating Policies.

d) **FORFEITURE OF MEMBERSHIP**

Members who become one month in arrears shall automatically forfeit their membership.

e) **EXPULSION OF MEMBERS**

Any member may be expelled from the Club for any cause deemed sufficient by the Executive Committee by a two-thirds affirmative vote of members of the Executive Committee present at any regular or special meeting. No vote on expulsion may be taken unless at least fifteen days notice in writing shall have been given to the member of the charges preferred, and of the time and place of the meeting of the Executive Committee at which such charges will be considered. At such meeting the member under charge will be accorded full hearing. Any member expelled by the Executive Committee may appeal to the full membership of the Club. Such appeal shall be made in writing to the Secretary who will notify the President. The President will call a special general meeting of the Club for the purpose of acting on the appeal. The Secretary shall give at least fifteen days notice in writing to all members of the Club in good standing, stating the time, place and reason for the special general meeting. At the meeting of full Club, the Secretary will read the original charges and the supporting material, will read the minutes of the meeting of the Executive Committee at which the charges were heard and action taken. A full hearing will be given the accuser and the accused. A vote will be taken by ballot of the members in good standing present and a two-thirds vote shall be required to reverse the action of the Executive Committee.

3. a) **ANNUAL MEETING**

The Annual General Meeting of the Club shall be held in the month of December in each year. If the Annual General Meeting does not take place at the time fixed, it shall be held within a reasonable time thereafter, and the officers shall hold over until their successors have been elected.

b) **SPECIAL MEETING**

A special general meeting may be held at any time upon the call of the President, or upon the call of the Executive Committee, or upon demand in writing, stating the object of the proposed meeting, and signed by not less than seven members entitled to vote. Notice of time, place and object of any special general meeting shall be notified to all members of the Executive Committee and members in good standing not less than seven days prior to the date fixed for the holding of the meeting.

c) **QUORUM**

Seven members of the Club entitled to vote shall constitute a quorum at any general meeting.

d) **RIGHTS OF VOTING**

All members present and in good standing are entitled to vote at Club meetings according to their Membership Category at the time of their admission. There shall be no voting by proxy.

4. a) **EXECUTIVE COMMITTEE**

The administration of the affairs of the Club shall be vested in the Executive Committee, who shall have, subject to the Constitution and By-Laws, control over all of the business and affairs of the Club.

b) **ENTITLED OFFICERS**

The following persons shall be the Officers of the Club and shall be its Executive Committee:

- 1) The President
- 2) The Vice-President
- 3) The Secretary
- 4) The Treasurer
- 5) The Immediate Past President
- 6) The Chairpersons of all committees established by resolution of Members of the Club.

c) **REMOVAL OF MEMBER OF EXECUTIVE COMMITTEE**

Any member of the Executive Committee may be removed by a two-thirds vote of the members in good standing present at any special meeting called for the purpose. No vote or removal may be taken unless at least fifteen days notice in writing shall have been given the members of the Executive of the reasons for her/his removal and of the time and place of the special meeting at which such ballot on her/his removal is to be taken. At such special meeting the officer shall be given a full hearing.

d) **DUTIES OF OFFICERS**

- 1) President: The President shall preside at all meetings of the Club and the Executive Committee. She/he shall be a member ex-officio of all regular and special committees, and shall perform all other duties as usually pertain to her/his office.
- 2) Vice-President: The Vice-President shall perform the duties of the President in her/his absence or at her/his request.
- 3) Past President: The Past President shall act as a member of the Executive Committee giving advice and assistance to other members of that committee as required or requested. She/He shall chair the Nominating Committee for the election of new officers at the Annual General Meeting.

- 4) Secretary: The Secretary shall conduct all official correspondence of the Club including the sending in of reports, scores, etc., as required to organizations with which the Club is affiliated. She/He shall notify the members of the Executive Committee of all meetings and shall notify all members of special and annual meetings. She/He shall keep a true record of all meetings of the Executive Committee and of the Club, and have the custody of all books and papers of the Club except the Treasurer's books of account. All applications for membership in the Club shall be made through the Secretary who shall be responsible for the collection of membership fees and shall remit the same to the Treasurer, taking her/his proper receipt therefore.
- 5) Treasurer: The Treasurer shall have charge of all funds of the Club and shall place the same in such bank or banks as may be approved by the Executive Committee. Such money shall only be withdrawn by cheque signed by any two of President, Vice President, Secretary and Treasurer, and shall be used for payment of such bills as have been approved by the Executive Committee. The Treasurer shall keep an accurate account of all her/his transactions and render a detailed report at any meeting of the Executive Committee when requested and at the Annual General Meeting.

e) **ELECTION OF OFFICERS**

The President, the Vice-President, the Secretary, the Treasurer, and the Chairpersons of the various committees established by resolution of the Members of the Club shall be elected at the Annual General Meeting of the Club. In order to be elected, a person must receive a majority of the votes cast with respect to the office for which she/he is a candidate. In the event that there are more than two candidates for the office, ballots shall be held until one person has received majority votes for the position in question. Following each ballot, the candidate with the fewest number of votes shall be removed from consideration for the position in question.

f) **APPOINTMENT IN CASE OF VACANCY**

In the event that a vacancy occurs in any position on the Executive Committee for any reason, then that vacancy shall be filled by appointment by the remaining members of the Executive Committee.

g) **CEASING TO BE AN OFFICER**

No person shall be entitled to be a member of the Executive Committee unless she/he is a member in good standing of the Club and if any member of the Executive Committee shall cease to be a member in good standing she/he shall ipso facto cease to be a member of the Executive Committee.

h) **EXECUTIVE COMMITTEE, REPLACEMENT, ETC.**

Meetings of the Executive Committee shall be held regularly at such time and place as the Executive Committee may determine. Special meetings may be held at any time on the call of the President, or on demand in writing to the Secretary by any three members of the Executive Committee. Five members of the Executive Committee shall constitute a quorum. Resignation of any officers may be accepted by a majority vote of the remaining members of the Executive Committee. A vacancy in the Executive Committee may be filled by a majority vote of the remaining members of the Executive Committee.

- i) The roles of Secretary and Treasurer of the Club may either be separate meaning two positions, or combined into one position.

5. **EXERCISE OF BORROWING POWERS**

The Executive Committee may borrow money and give security for the repayment thereof if authorized to do so by a special resolution.

6. **NOMINATING COMMITTEE**

The Immediate Past President, one member of the Executive Committee selected by the Immediate Past President and one member of the Club who is not a member of the Executive Committee chosen by the Immediate Past President shall form the Nominating Committee. It shall be the responsibility of the Nominating Committee to nominate at least one member of the Club for each position on the Executive Committee and to present its report at the Annual Meeting at the time for election of the various positions on the Executive Committee.

7. **AUDIT OF ACCOUNTS**

The books shall be audited at the end of each year by auditors approved by the Club. The auditor's report shall be presented at the Annual General Meeting.

8. **SEAL OF THE CLUB**

The Secretary shall have the custody of the Seal of the Club. It shall be used only with the approval of the Executive Committee.

9. **AMENDMENTS TO THE BY-LAWS**

Any proposed amendments to these By-laws may be introduced by any member of the Club at an Annual General Meeting or a special meeting called for the purpose. A copy of the amendment must be mailed to each member at least ten days previous to the general meeting at which the amendment is acted upon. A majority vote of members present shall be necessary to amend the By-Laws.

**10. RECORDS OF THE CLUB**

The Secretary shall prepare the minutes of all meetings of the Club and of the Executive Committee. She/he shall have custody of these and all other books and papers of the Club excepting the books of account, which will be in the custody of the Treasurer.

**11. EXECUTION OF CLUB BUSINESS**

The Executive Committee shall have the power to execute contracts, deeds, bills of exchange and other instruments and documents on behalf of the Club; provided however that all deeds, leases, mortgages or other conveyances of the real and personal property of the Club shall be executed by the President and Secretary.

**12. USE OF FACILITIES**

The Executive Committee shall have the power to make rules and regulations, subject to the By-Laws of the Club, respecting the use of all Club facilities.

**13. FISCAL YEAR**

The Fiscal Year of the Club shall begin on the 1<sup>st</sup> day of November in each year and continue until the 31<sup>st</sup> day of October in the following year.

**14. ANNUAL MEETING AGENDA**

There shall be an annual General Meeting of the Members of the Club in every year at which time the Executive Committee shall present a report on the Financial Affairs of the Club, there shall be the presentation of the report of the Nomination Committee, the election of the Executive Committee of the Club, the presentation of the Budget, and such other business shall be transacted as deemed necessary by the meeting.

**15. AMENDMENT TO ACT**

No amendment to the Act shall be proposed to the Legislature of the Province of Nova Scotia unless such an amendment has been approved by a Special Resolution.

**16. CONSTITUTION**

The Act shall be the Constitution.